

**SILETZ VALLEY FIRE DISTRICT**  
Regular Board of Director's Meeting  
Tuesday, November 17, 2020

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 19:00 PM by Board of Directors Interim President Reggie Butler. Also present were Board of Directors Rick Olson, Patti Skauge and Dixie Morford. Staff in attendance included Bunny West, Chief BJ Wawrak.

Director Butler led the Pledge of Allegiance.

**MINUTES**

Regular minutes and executive session meeting minutes from October 15, 2020 meeting were approved after some clarification for director Morford. Director Morford questioned a portion of the executive session minutes that addressed the resignation or termination of Glenn Fluhr. Her concerns were addressed. Director Skauge moved that the Regular Meeting Minutes and the executive session meeting minutes of October 15, 2020 be approved. Director Olson seconded the motion. All Ayes. Motion carried.

**GUEST INTRODUCTIONS**

Brandon Hamilton, Brandon Webber (volunteer) and Gerry Schmidt.

**CORRESPONDENCE**

None

**INFORMATION ITEMS**

None.

**REPORTS**

***a. Financial Reports:*** Clerk Bunny West

There were several financial reports to review.

- Bank of the West credit card statements for Bunny West, BJ Wawrak and Glenn Fluhr.
  - The board questioned Glenn Fluhr's credit card bill. Office Admin West explained that she has been trying to stop a \$7(ish) month charge that is reoccurring on this card. The company that is making this charge is WebStarts. They are the company that Glenn Fluhr was using to host the new website. That website has since been removed and the district has moved back to Streamline as their website hosting service, but WebStarts has been unresponsive in attempts to stop that charge. Office admin West has been working with Jennifer Whitehead at Bank of the West on how to close this card out. Whitehead stated that if we can call to cancel the card when it has a zero balance (so before the next recurring charge is made), we will be able to cancel the card.

- Chief Wawrak explained that the charges on his card were for padlocks, Halloween candy and postage for an air sample that needed two day delivery.
- LGIP Reconciliation October 2020
- Bank of the West Checking account reconciliation October 2020.
- Bank of the West checking account reconciliation through December 31, 2019.
- Petty Cash reconciliation through December 31, 2019.
- LGIP Reconciliation for December 2019.
- Bank of the West credit card reconciliation for Bunny West for December 2019 and January 2020.

**b. Volunteer Association:**

**c. Committee Reports:** No representative present.

**OLD BUSINESS**

- President Butler met with the Mayor of Siletz regarding the placement of the bus stop at the fire station. It was noted that since the department has moved the trailers that were near the bus stop that the situation has gotten a little better. The trailers have been moved to Logsdan. Mayor Worman told President Butler that the city will be meeting regarding the bus stop and that he will get back in touch with the board.

**NEW BUSINESS**

- a. Board Policies:** President Butler suggested that the board get together and meet regarding the current board policies. These current policies are the ones that were put in place by Glenn Fluhr late last year. President Butler suggested a board policy workshop to look at any needed revisions of these policies. Director Morford stated that she will be out of town this weekend but will otherwise be available. Director Skauge suggested that the board schedule something for after Thanksgiving. Director Morford stated that she has copies of the previous board policies as well if the board would like to use them to compare to. President Butler will contact the board members after Thanksgiving to set something up.
- b. New Chief Hiring Process:** President Butler stated how much he appreciates the work that Chief Wawrak has been doing in the absence of a full-time chief but recognizes that Chief Wawrak has a full-time job as well. Director Olson stated that he is willing to get in touch with Tualatin Valley and inquire on how their service works. The board has decided that they will not be using SDAO for the hiring process this time. Office admin West pointed out that this process will take some time but that the best we can offer for a start is February 2021.
- c. Logsdan Heater Install:** Director Olson received three bids for the installation of the heater at the Logsdan station. Above Board Electric was the most affordable option. They were about \$800 less than the next closest bid. The owner of Above Board stated that he has done work for us in the past as well. Director Olson stated that there may be a possibility that this heater will be operated via remote control. The current heater is not

thermostat controlled and users must climb a ladder to operate it. Chief Wawrak stated that he would like to see the heat set to 60 degrees in this building to prevent mold. Director Olson stated that there is significant heat loss around all the bay doors. He suggested that the board consider a weatherstripping option. The board agreed to hire Above Board Electric to come install the new heater. Director Olson agreed to contact them and get it scheduled.

- d. **Office Admin Position:** Clerk West asked that the board begin considering who they would like to sit on the interview committee for the office admin position in early December. The committee will need about three people. Office admin West agreed to be part of the committee. Director Skauge stated that she is available. Director Olson stated that he is available most days after 2:00 PM. Chief Wawrak stated that he is available after 3:00 or can make some slight rearrangements of his work schedule to accommodate some afternoon interviews.

### **FIRE CHIEF'S REPORT**

- Chief Wawrak reported that it has been hit and miss on calls recently. There have been instances where there has been more than one call at a time. It has been tough staffing calls during the week when folks are at work so Chief Wawrak is anxious to get a new chief installed so those calls are staffed adequately.
- Chief Wawrak informed the board that the district is ramping up for additional Covid cases locally and so there would be some additional expense related to PPE soon.
- The volunteers have decided to do food for families this year. They will not be going door to door for food donations this year because of Covid so they will need to purchase all of the food for the baskets. They will be soliciting donations from the community. Chief Wawrak asked the board, on behalf of the volunteers, if they are still willing to help with a donation. The board agreed to donate \$500 to this as they have in years past. Community member Gerry Schmidt stated that he is happy to help solicit donations from the Logsdan Community Club and the Firewise community in Logsdan. He and Chief Wawrak will exchange phone numbers after the meeting and connect to collaborate. Chief Wawrak stated that Gail Freer and Wendy Wawrak will be organizing the Food for Families work this year.
- The volunteers will be working with Sacred Ground church on 50 Thanksgiving baskets that they will be assembling. The group that is building the boxes will be meeting in the truck bays on Saturday morning. Chief Wawrak will come down early and pull all the trucks out. There is ample room in the truck bays to provide space for social distancing. These volunteers have been asked to clean up the tables and surrounding area when they are done. The volunteer fire fighters will be delivering 40 of these baskets when they are complete.
- Our turnouts are beginning to expire (10 years). Chief Wawrak stated that he needs to begin replacing them. Some of them are due right away. The board inquired on whether the district can approach the tribe some funding for this. Office admin West offered to

help with the grant process through the tribe. She has applied for and successfully received that grant in the past.

- Vehicle 5301 was supposed to go the Lincoln County Shop for repair, but the shop stated that they think we need to take it to Allstart instead. Vehicle 5232 is on the battery charger right now. Hopefully, it just needs a charge or a new battery. Chief Wawrak has decided to wait on repair of vehicle 5241 until the district knows how much repairs on 5301 and 5232 will be.
- The hose testing that was scheduled for September was cancelled due to the wildfires. Chief Wawrak will get that rescheduled.
- Chief Wawrak has some DPSST forms that need President Butler's authorization to remove Glenn Fluhr and add Chief Wawrak.
- Chief Wawrak stated that the district recently participated in a Burn to Learn with Toledo Fire.

#### **REVIEW and PAY BILLS**

Director Skaug motioned to pay the bills/Director Olson 2nd. Motion carried.

#### **PUBLIC COMMENT**

None.

#### **BOARD MEMEBERS COMMENT**

Director Skaug asked if anyone has been able to get into the file cabinet upstairs yet. Office admin West stated that there is a key broken in the lock of this cabinet and it will need someone to come drill it out.

Director Morford asked if Toledo Fire Department changed the color of the reflective tape on their turnouts to yellow as well. She understood that each district had its own color and she thought that Siletz Fire District was yellow. Chief Wawrak stated that the brand of the tape determines the color; it is not district specific.

Director Olson asked if all the trucks had been fueled. Chief Wawrak stated that they had. He also asked if the lights at the Logsdan station had been replaced yet? Chief Wawrak stated that he believes that Larry Annunzio is going to take care of that.

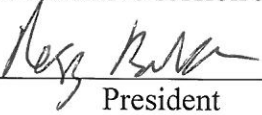
Director Morford also asked about the water rescue trailer. Chief Wawrak stated that it is currently being stored at Depoe Bay. They have occasionally used it for conflag operations. They have been applying for the reimbursement for the use of that trailer for us. He also stated that they district should see some payout soon for the Echo Mountain Fire Complex. Office admin West asked if Depoe Bay was also doing the conflag reimbursement forms for that fire as well.

Wawrak stated that he thinks Depoe Bay is doing it, but that Tom Jackson would know. Office admin West stated that she will contact Jackson.

The board expressed thanks to Chief Wawrak and office admin West for their hard work through this rough time.

**ADJOURNMENT**

Director Skauge motioned to adjourn. Director Olson seconded the motion. Board Meeting adjourned to executive session at 19:52.

  
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President

  
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Secretary